

**ATTENTION**

**YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU  
RETURN THIS FORM**

I have in my possession and am prepared to present all the documents listed in items 1 through 10 which apply to my case, as indicated by the check mark I have placed in the appropriate boxes. I fully realize that no advance assurance can be given as to when or whether a visa will actually be issued to me and I also understand that I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me. When it becomes possible for me to receive an appointment for my formal immigrant visa interview, I intend to apply: (check appropriate box)

/ / 1. Alone

/ / 2. Together with my spouse (print first name)

/ / 3. Together with my spouse, and, the following minor children. (Print first name of each child who will accompany you):

Date: \_\_\_\_\_

Case Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Current Address & Tel Numbers \_\_\_\_\_

\_\_\_\_\_

.....  
IT IS YOUR RESPONSIBILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN TERMINATION OF YOUR REGISTRATION AS AN INTENDING IMMIGRANT.

**PLEASE DO NOT SEND ANY DOCUMENTS TO THIS OFFICE UNLESS YOU  
ARE SPECIFICALLY REQUESTED TO DO SO BY THIS OFFICE.**

AMERICAN EMBASSY  
Visa Unit  
Athens, Greece

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APPLICANT'S PRIORITY DATE

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FOREIGN STATE CHARGEABILITY

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IMMIGRANT VISA CATEGORY

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CASE NUMBER

### INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received evidence entitling you to immigrant visa status. While no assurance can be given regarding the date of your visa interview appointment, you should now prepare for that appointment by taking the following three steps:

**FIRST:** Complete the DS-260 (Immigrant Visa Electronic Application) or the DS-261 (Choice of Address and Agent). For information on requirements for filing the DS-260 or DS-261, please visit the [Online Immigrant Visa Forms](#) webpage. To complete the DS-260, please visit the [Consular Electronic Application Center](#) webpage. This office cannot process your case until this form is completed.

What do I need to complete on the DS-260 login page:

- **Your ATH Case Number (see above)**
- **Your Invoice I.D. number (principal applicant's date of birth in YYYYMMDD format)**

**SECOND:** Obtain the following documents on this checklist (**ALL IN DUPLICATE**), which pertain to you. **DO NOT** send them to this office.

( ) 1. **PASSPORTS:** A passport must be valid for travel to the United States and must have at least six months validity beyond the expiration date of the visa.

( ) 2. **BIRTH CERTIFICATE:** A birth or death registration (Lixiarhiki Praxi Genniseos or Thanatou) is available from the Registrar's office (Lixiarhio). One birth certificate for each person named in the application is required. Birth records must be presented for all unmarried children under age 21, even if they do not wish to immigrate at this time. (If children are deceased, please state so,

giving the year of death). The certificate must state the date and place of birth and the names of both parents. You have to be sure that place of birth, and date of birth, are exactly the same in the passport and in the birth certificate. The certificate must also indicate that the information contained therein is taken from official records. If you or any children were adopted, you must submit a certified copy of the final adoption decree. Photocopies are acceptable, provided the original is offered for inspection by the consular officer at the time of your interview.

( ) UNOBTAINABLE BIRTH CERTIFICATE: In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed or the government will not issue one. In such cases, you should obtain a statement to that effect from the civil registrar's office and proceed to obtain secondary evidence of birth. A baptismal certificate may be submitted for consideration provided it contains the date and place of the applicant's birth and information concerning parentage and provided the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should prepare a notarized statement giving the place and date of the applicant's birth, the names of both parents, and the maiden name of the mother. The statement must be executed before an official authorized to administer oaths or affirmations. In such cases, please bring any secondary evidence you might have concerning your birth.

( ) 3. GREEK POLICE CERTIFICATE: For residents in Greece, A PENAL RECORD FOR JUDICIAL PURPOSE is requested.

PENAL RECORD: A penal record for judicial purpose can be obtained by presenting Form DS-2002 at the Public Prosecutor's office in the district of the applicant's place of birth, or/and from the Bureau of Penal Records – Ministry of Justice, for persons born in Athens/Piraeus district. For persons born outside Greece, this certificate is obtainable from the "Penal Service for Foreigners" (Mesogion 96, Athens, Greece).

NOTE: Penal records for JUDICIAL USE will be sent directly to the U.S. Embassy in Athens. They will not be sent or given to the applicant. Please do not obtain a penal record for General Use as it is NOT acceptable by the U.S. Embassy.

If applying from outside of Greece, Greek nationals must apply to the Greek Embassy at their place of residence and include in their written application full details of their identity and residence in Greece. Penal Records will be sent directly to the Greek Embassies from where the request was filed. Foreign nationals are not able to apply for Greek penal records outside of Greece.

POLICE CERTIFICATES FOR COUNTRIES EXCEPT GREECE: Each visa applicant aged 16 years or over is required to submit a police certificate from the

police authorities of each country of the applicant's nationality if the applicant has resided for at least six months in that country since the age of sixteen. Police certificates are also required from all other countries where the applicant has resided for at least one year. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in any area. The term "police certificate" used in this paragraph means a certification by appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case of which there is a record. Police certificates from certain countries are considered unobtainable. The consular office will advise you about any particular country. If specific questions arise regarding police certificates, please consult this office.

( ) 4. COURT AND PRISON RECORDS: Persons who have been convicted of a crime must obtain a certified copy of each court record and of any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency. This applies for convictions in any country.

( ) 5. MILITARY RECORD: A certified copy of any military record, if applicable and obtainable, is required. (Persons who have served in the Greek Armed Forces must obtain the Type "A" military record. Persons who have served in the Police Force or Gendarmerie should present the standard official discharge certificates.)

( ) 6. PHOTOGRAPHS: Two full-face photograph – a close up of the face – must be submitted with the application. The dimensions of the photograph should be 50mm x 50mm. Photographs must be taken against white or off-white backgrounds, and must be no more than six months old. Photos that do not meet these standards will not be accepted.

( ) 7. EVIDENCE OF SUPPORT: Any evidence, which shows, that you, and members of your family, who will accompany you, are not likely, to become public charge, while in the United States. The enclosed information sheet, Form I-864, lists evidence which may be presented to meet this requirement of the law. Form I-864 should be used when an affidavit of support is to be submitted.

( ) 8. MARRIAGE CERTIFICATE: (Marriage Registration) Married persons are required to present a certified copy of their marriage certificate, from the place where the marriage took place. On the marriage certificate the total number of marriages (including the present one) should be clearly written. Proof of the determination of any previous marriage must also be submitted (e.g. death certificate of spouse; final decree of divorce or annulment).

( ) 9. ORIGINAL DOCUMENTS: If you are the beneficiary of a family-based immigrant visa petition, you must be prepared to present the originals of all civil documents which establish your claimed relationship to the petitioner. If you want any of your original documents back, please also present photocopies of those originals.

( ) 10. TRANSLATIONS: Greek documents or documents in English **DO NOT** need translations. All documents not in Greek or English must be accompanied by official English translations. Official translations must be done **at the Greek Ministry of Foreign Affairs**, Arionos 10, Psiri, 105 54 Athens, tel. no. 2103285714.

### **PLEASE READ THE FOLLOWING CAREFULLY**

**THIRD**: As soon as you have obtained all of documents that apply to your case, carefully read the statement at the first page, (DS-2001) sign and date it, and return the form to this office. **You will not be scheduled for an appointment until you sign and return this checklist.**

After this form has been returned to this office, you will be scheduled for a visa interview at the earliest possible date. It is not possible to predict when this will be since it depends upon when the priority date for your visa category and country becomes current. You will receive an appointment letter approximately one month before your scheduled interview with a consular officer. As soon as you receive the appointment letter you must call one of the Panel Physicians (info included) to schedule an appointment for your medical examination. You should make this appointment for at least two days before your scheduled interview with the Embassy.

You will not normally receive any further correspondence from this office until the appointment is scheduled. You need not check with this office unless you have to report a CHANGE OF ADDRESS or change in your situation such as marriage, death of petitioner, or birth of children. Please **DO NOT SEND ANY DOCUMENTS TO THIS OFFICE UNLESS YOU ARE SPECIFICALLY REQUESTED TO DO SO.**

Each applicant must be prepared to pay in cash a fee in United States currency or the equivalent in Euro for each visa on the appointment date.

**YOU ARE ADVISED TO OBTAIN THE NECESSARY DOCUMENTS IN DUPLICATE. AS THIS WILL ENABLE YOU TO PROVIDE IDENTICAL COPIES IN THE EVENT THE FIRST SET IS LOST OR DAMAGED.**